

On November 13, 2025 during a loan closing meeting with John Hoycheck, all Board Members present signed a resolution, which is attached. Dale Sellers and Mark Howard signed the loan with the Louisiana Department of Health.

On November 13, 2025, Hebert Water System entered into business session. Motion to begin was made by Debbie Mullenix, seconded by Gary Lamartinere and so carried by the board.

The minutes from the previous meeting was read. Motion to accept minutes was made by Gary Lamartinere, seconded by Mark Howard and so carried by the board.

The Employee Policy Manual now required by our insurance company was discussed. Gary Lamartinere has knowledge and experience in Employee Policy Manual Production. Gary Lamartinere offered to work with the rest of the Board Members to complete this as soon as possible.

Mark Howard made a motion to proceed with the Employee Policy Manual, seconded by Debbie Mullenix and so carried. Progress will be discussed at next business meeting.

Board agreed to meet next month for Policy Handbook Manual update. Budget evaluation, setting date for annual meeting.

Randy Mills notified Board Members of bids on North Well Inspection, pulling and reinstall \$12,505.00. A new Flow Meter \$7,350.92 Board was in agreement. Also, any cost over \$10,000.00 Plant Manager will consult Board President for approval.

Any planned purchased over \$30,000.00 requires entire Board Members approval to meet State Grant Guidelines.

Randy Mills notified Board Members of a leak in Boeuf River. The emergency leak repair was \$60,000.00. This leak was on the Distribution Line. Entire Board approved the replacement line be installed immediately to keep water service flowing.

Leak protection insurance was discussed by SERV line. Cost of plans were reviewed. Then Board reviewed revenue lost by customers not paying bills following leaks.

To promote customer goodwill, the Board discussed a company policy to be enforced at the office level. Gary Lamartinere proposed the following, seconded by Debbie Mullenix and so carried by the board.

The following was implemented starting, starting January 2026, a customer/location with excessive usage will receive the water bill. When the customer/location contacts Hebert Water

System about usage and water cost, if the customer/location can provide a picture of leak ( by phone) that was repaired and receipt of cost for parts and or installation; then the customer/location will be required to pay a \$300.00 maximum. A payment plan can be agreed upon if needed. After the total leak amount of \$300.00 and all current bills have been paid in a timely manner, then Hebert Water System can write off the remaining leak balance. The cancellation will be approved at the next business session. Then customer/location account will be adjusted. (A customer/location will be approved only one write off per calendar year if all conditions are met.)

Hebert Water System was notified that deceased customers are still in the customer balance owed report. Debbie Mullenix made a motion to remove them, seconded by Gary Lamartinere and so carried. Balance owed by the deceased to be removed from billing system.

Dale Sellers discussed Christmas Bonuses. Proposal for full time employee are to receive \$500.00 (was \$250.00). Proposal for part time actively working employees to receive \$250.00. Motion made by Gary Lamartinere, seconded by Debbie Mullenix and so carried by the board.

Motion to adjourn was made by Debbie Mullenix seconded by Gary Lamartinere and so carried by the board.

*Regina Kincaid*

Recording Secretary  
2/12/2026